

OPEN CALENDAR PROCEDURES

(Effective February 5, 2019)

Set forth below are instructions for self-selecting hearing dates and times for most motions, applications and objections (referred to generically below as a “motion”) in cases assigned to Judge Baisier.

1. Selecting a Hearing Date.

- a. **General Rule.** The party filing a motion must choose a hearing date pursuant to this Open Calendar Procedure.
- b. **Exclusions.** DO NOT use this Procedure for:
 - i. Matters that will take more than twenty (20) minutes to hear, matters that require more than (1) witness, matters in adversary proceedings, or emergency matters, all of which will need to be specially set by Chambers (See Item 1(c) below); OR
 - ii. Any of the following types of matters:
 - Certain stay relief motions (see Item 1(f) below);
 - Motions to avoid liens or to redeem property (see Item 1(g) below);
 - Reaffirmation matters (see Item 5 below);
 - Applications to employ professionals (filer should upload proposed order; form of order for professionals employed on a contingent fee basis is available under “General Information” on the Chambers’ webpage);
 - Motion for an examination under Federal Rule of Bankruptcy Procedure (FRBP) 2004; (filer should upload proposed order; form of order is available under “General Information” on the Chambers’ webpage);
 - Motion to extend time to file schedules or statement of affairs (Court will address without a hearing);
 - Motion for emergency ex-parte relief from the stay pursuant to Bankruptcy Local Rule (BLR) 4001, unless filer knows the motion is contested or likely to be contested (filer should upload proposed order);
 - Motion to vacate or terminate employer deduction order (filer should upload proposed order);

- Motion in Chapter 11 cases to set bar date to file proofs of claim (filer should upload proposed order; order form is available under “General Information” on the Chambers’ webpage); and
 - Matters on which all the necessary parties have agreed to a proposed consent order, if the proposed consent order is uploaded contemporaneously with the filing of the motion.
- c. **Special Setting.** Please e-mail Chambers, copying any known opposing counsel or opposing party, to request a special setting (see Item 6 below regarding e-mails to Chambers). Please note that even if a matter has been specially set on a particular date, you must consult with Chambers before adding any additional matters to that date.
- d. **Available Dates.** A list of currently available hearing dates for Judge Baisier’s matters is available on the Court’s website at <http://www.ganb.uscourts.gov>. Available dates and times are grouped by the Chapter under which the case is filed and the type of matter to be heard. (A motion to dismiss or convert a Chapter 13 case or for relief from stay in a Chapter 13 case may be scheduled for hearing at the time of the confirmation hearing in that case, notwithstanding the grouping.) ALWAYS CHECK THE LIST OF CURRENTLY AVAILABLE DATES WHEN SETTING A HEARING BECAUSE A DATE MAY BE REMOVED FROM THE LIST AT ANY TIME. Also, as noted in 1(c) above, the date that a matter is specially set for in a case is not automatically an available date for hearing other matters in that case. Matters set on a specially set date without prior consultation with Chambers may not be heard.
- e. **Notice Requirements.** Notwithstanding FRBP 9006(d), the hearing date you select must be at least fourteen (14) days after the date on which you serve the motion and notice of hearing, except that a hearing on motion to extend or impose the automatic stay under 11 U.S.C. §§ 362(c)(3)(B) and (c)(4)(B) may be set on a day that is at least ten (10) days after service. Some types of matters may require a longer lead time between the date of service and the date of the hearing. See, e.g., FRBP 2002 and 3007 and BLR 7007-1(b). If a rule gives a respondent a period of time to file a response, the hearing date picked must be at least two (2) business days after the last day on which a response could be timely filed. Also, remember that if a motion that is served by requires the filing of a response or some other act, Federal Rule of Bankruptcy Procedure 9006(f) adds three (3) days to prescribed period.
- f. **Consent to Continuation of Stay.** If there is no available hearing date for a stay relief motion that is at least fourteen (14) days but less than thirty-one (31) days after the filing of the motion, and a movant is unwilling to consent to continue the stay, the movant’s attorney must e-mail Chambers to obtain a special date and time for a hearing (see Item 6 below regarding such e-mails). Failure to do so will be considered to be

consent of movant to the continuance of the stay through the date on which the matter is actually heard and resolved by appropriate order or other ruling.

- g. **Avoid Lien or Redeem.** BLR 6008-1 and 6008-2 apply to motions to avoid a lien and to redeem, respectively. Those rules have their own forms for notice, which do not require that a hearing be noticed. The Court will notice a hearing on those matters if a response is filed. The Court will use a single standard form of order to grant a motion for the avoidance of a lien. That form is available under “General Information” on the Chambers’ webpage.
 - h. **Date Selection Is Electronic When You File.** You do not choose a hearing date through this web site, or by calling Chambers (unless the matter is specially set). Instead, the Court is informed of your selection of a date when you input the date and time selected during the electronic filing of the motion. Please do not call Chambers to confirm that a matter has been set on a calendar.
 - i. **Applications for Compensation for Post-Confirmation Services Rendered Above the Base Fee in Amounts Less than provided for in FRBR 2002(a)(6).** See General Order 22-2017, Section 3.3.2 and Exhibit A.
 - j. **New General Order Procedure.** If you want to avoid the need to attend a hearing if your matter is not opposed in a variety of matters, please use the procedure set out in General Order 24-2018.
2. Document Preparation and Filing.
- a. **Preparation of Motion.** Prepare the motion in compliance with all applicable rules. Include as exhibits any documents that are necessary to support the relief requested, redacting them as required. Affidavits or verifications should be provided where evidence is required to support the motion.
 - b. **Notice of Hearing and Filing.** Prepare the notice of hearing, inserting the date, time, address and courtroom. Combine the notice, the motion, any brief, and the certificate of service into one (1) document for filing. The certificate of service must mention service of both the motion and the notice of hearing. If the motion is one to which a response may be required, follow the directions for preparing the notice in BLR 9014-2(a) (and Bankruptcy Local Rule 3007-1 for objections to claims). The form for this Notice is available under “Hearing Information” on the Chambers’ webpage.
3. Serving the Motion or Application.
- a. **General Service.** Serve the motion and the notice on all parties required to receive same by the Bankruptcy Code (11 U.S.C. §101 *et. seq.*), the FRBP, and the BLR. The motion and related notice of hearing should be filed no later than one (1) business day

